

Agenda Item Form

Agenda Date: 04/27/04

Districts Affected: N/A

Dept. Head/Contact Information: Municipal Services, Edward Drusina, (915) 541-4202

Type of Agenda Item:

- | | | |
|---|--|--|
| <input type="checkbox"/> Resolution | <input checked="" type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

To manage coordination of engineering support for Municipal Services group capital improvements, environmental engineering and Citywide building maintenance through subordinate supervisors.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

26 1 04 PM 1 47
CITY CLERK'S OFFICE

DATE: April 02, 2004

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council

4/27/04

INITIALS

2004-70

Date sent to Personnel:

REQUESTED EFFECTIVE DATE:

DEPARTMENT NAME: MUNICIPAL SERVICES	(1) HR DEPARTMENT ID 31	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE:
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A=add

D=delete (3) (4) (5)

*R/T/C = Regular, Temporary, Contract

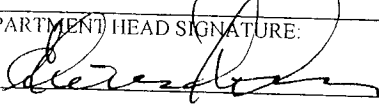
*-Position Type *L/U = Classified, Unclassified

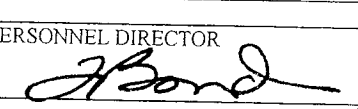
A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (000000000-00000-00000PorG0000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	1	1	COFEP	31010040-501000		5866	MUNICIPAL SERVICES ASSISTANT DIRECTOR FOR FACILITIES MANAGER	EX E	R	L
			COFEP							
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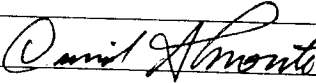
(8) Purpose: ☐ Streamline ☒ Expanded Program ☐ New Program ☐ New Facility ☐ Other (Explain)

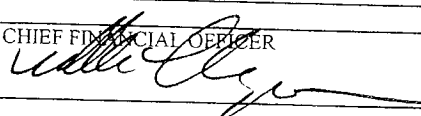
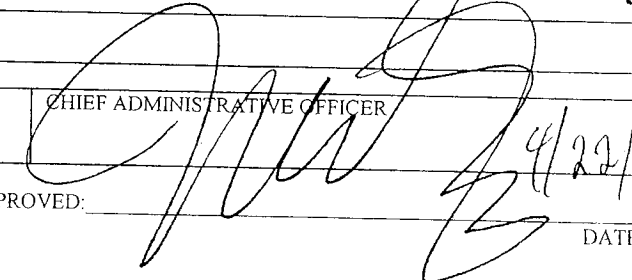
(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): To manage coordination of engineering support for Municipal Services group capital improvements, environmental engineering and Citywide building maintenance through subordinate supervisors.

(10) DEPARTMENT ORGANIZATION/OPERATIONS	ANTICIPATED IMPACT ON:
	(11) DEPARTMENT BUDGET

(12) DEPARTMENT HEAD SIGNATURE: 	DATE: 4/2/04	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
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<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	PERSONNEL DEPARTMENT RECOMMENDATION COMMENTS	PERSONNEL DIRECTOR 	DATE 4-9-04
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COMMENTS: OK!  4-19-04	O.M.B RECOMMENDATION / C.A.O. APPROVAL
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RECOMMENDATION <input type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER  4/22/04	CHIEF ADMINISTRATIVE OFFICER  4/22/04
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APPROVED:

DATE

muf 4-16-04